

### Single Employer Contractors

A single employer, ranging from a small business to a large publicly-traded corporation, may contract directly with the Panel. Usually, these are retraining projects for current employees.

- Unless funded under Special Employment Training (SET), a single employer must face out-of-state competition.
- A single employer can only be eligible for ETP funding if it is subject to the Employment Training Tax.
- The employer must also make monetary or “in kind” contributions toward the cost of training, as follows: 1) 100 or fewer employees, at least 50 percent; 2) more than 100 employees, at least 100 percent.
- The employer must provide union letters of support for employees who are represented. The employer should also be able to show how the training will enhance job security and improve opportunities for advancement.
- A single employer must establish the need for the particular training curriculum proposed.
- The employer must establish its ongoing commitment to training. and represent that ETP funds will not displace existing resources.

## Multiple Employer Contractor

A Multiple Employer Contractor (MEC) may be a group of employers or a training agency, or a Workforce Investment Board.

- Up to 8% of program costs may be approved as additional funding for recruitment, placement and assessment activities. For New Hire training, the MEC may receive another 4% for promotional expenses (total 12%).
- The project may be retraining or new hire training, or a combination of both. It may take place at the worksite or a training center, or both.

### *Retraining*

- Other than for High Unemployment Area (HUA) training, if the cost-per-trainee is more than twice the ETP average, the MEC must demonstrate one of the following:
  - 1) trainees will be paid more than the ETP minimum wage after retention;
  - 2) trainee occupations will have a significant wage progression within 2 years after training; or,
  - 3) trainees will be moved into occupations with demonstrated career paths.
- The MEC must provide union letters of support for represented employees.
- The MEC must make monetary or “in kind” contributions toward the cost of training, of at least 50%. These contributions may consist of:
  - 1) wages/benefits paid during training by participating employers;
  - 2) development, recruitment, placement, and assessment costs; and,
  - 3) facility and material expenses.
- The MEC must provide a list of participating employers to demonstrate employer demand for the occupational skills in the curriculum.
- Participating employers must be subject to the Employment Training Tax.
- Participating employers must demonstrate an ongoing commitment to training, and represent that ETP funds will not displace existing resources.

### *New Hire Training*

- The cost-per-trainee cannot exceed the average cost paid during the prior Fiscal Year for completed new hire training projects. The Panel may waive this cap if post-retention earnings are proportionately higher.
- The MEC must have a plan for recruiting trainees and participating employers. As part of this plan, the MEC must have an advisory board of participating employers qualified to provide guidance on needed occupational skills.
- Training must be for job-related skills that apply to specific occupations in a given industry or to specialized occupations across an industry spectrum.
- For all occupations, the MEC should be able to show a statewide or local shortage of skilled workers.

## SET Projects

The Panel may allocate up to 10 percent of available funds for Special Employment Training (SET).

- A single employer or Multiple Employer Contractor (MEC) may qualify for SET funds. These funds may be used for retraining or new hire training, or a combination of both.
- The employer must be subject to the Employment Training Tax.
- There is no out-of-state competition requirement.
- There is no Unemployment Insurance eligibility requirement for trainees.
- All trainees must be frontline workers.
- Training must result in enhanced job security (retraining) or full-time employment (new hire training).
- Trainees must earn at least the state average hourly wage, unless training is in a High Unemployment Area (HUA). For these trainees, the Panel may modify wages below the ETP minimum, on a case-by-case basis.
- For trainees with multiple barriers to employment, the Panel may modify wage and retention requirements. These trainees may earn the ETP minimum wage, rather than the statewide average.
- SET funds may be applied to “entrepreneurial training” for the owner of a small business (at least one but no more than nine full-time employees). There is no wage requirement and “retention” is modified for this type of training.